



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 3/30/18	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #18-39
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> XX Sex/Gender | <input type="checkbox"/> XX Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
3/28/2018	[REDACTED] meets with SGS	[REDACTED] tells SGS that ar [REDACTED] in the [REDACTED] (unnamed) shared concerns with her about [REDACTED], [REDACTED] Assistant Director. [REDACTED] indicates SGS should expect the possibility of the [REDACTED] contacting the EOO.
3/30/2018	[REDACTED] calls EOO to set up appointment	
3/30/2018	SGS meets with [REDACTED]	[REDACTED] reviews concerns she has in the way she believes that [REDACTED] has behaved with her, some of which she believes have been sexually inappropriate. SGS reviews EO Protocol, EO policies, confidentiality issues, retaliation issues, and discusses options of informal resolution as well as form complaint process. At the end of the meeting, [REDACTED] indicates she would like to file a formal complaint.

4/2/2018	██████████ meets with SGS	SGS discusses the concerns ██████ raised about inappropriate sexual comments, as well as ethical issues regarding ██████.
4/4/2018	SGS meets with ██████ and VP Melynda Huskey	SGS informs Melynda and ██████ that ██████ is filing a formal complaint against ██████ and the nature of the allegations; Discussion that ██████ may be put on non-punitive administrative leave pending the results of the investigation.
		THIS RFA became transitioned to a formal complaint (██████████)